

## Certification of Service

**Local Bankruptcy Rule 9013-4 requires a certificate of service for all pleadings, notices, objections or other papers filed with the court.**

**DESCRIPTION:** A certificate of service is a written statement filed with the Court indicating that you mailed copies of a particular pleading to *all* appropriate parties, such as the trustee and specific creditors. See Local Bankruptcy Rule 9013-5 and Federal Rule of Bankruptcy Procedure 7004 for additional guidance.

**INSTRUCTIONS:** The certificate of service needs to be included with the pleading you are filing and must be signed by you. Certificates of service are normally filed as an appendage (i.e., an attachment that has been incorporated into a document) to the document being served, so they traditionally do not require a separate caption. If a certificate of service is filed on its own, a caption must be included. [Sample captions](#) can be found on the Court's website.

The certificate of service must state the following:

- The date and the method of service
- The names and addresses of the persons served
- If a person being served is anyone other than a party to the case. For example if you send a pleading to an attorney for a creditor, you will need to include the name of the creditor.

### EXAMPLE:

#### CERTIFICATE OF SERVICE

I hereby certify that a copy of \_\_\_\_\_ (document being served) was mailed first class, postage paid, this \_\_\_\_ day of \_\_\_\_\_, 2010 to:

Harry Brown, counsel for creditor John Doe  
101 Somewhere Ave. Hometown, MD 20850

John Doe 101 Main  
Street Hometown, MD  
20850

Julian Mayfair, Trustee  
103 Somewhere Ave  
Hometown, MD 20850

Signature

Type or print your name